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25X1A6c

VIA AIR

DISPATCH NO. [REDACTED]

13 March 1957

TO : Chief of Station, [REDACTED]  
FROM : Chief, SE Division  
SUBJECT: General - Administrative

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Specific - Implementation of FPA Procedures  
for the KUCLUB Inventory

25X1A

REF : [REDACTED] dated 5 February 1957

1. Consistent with paragraph 7 of reference, headquarters recommends implementation of FPA procedures for the subject inventory effective 1 May 1957.
2. All stock record cards should be priced to reflect the unit cost of each line item. The monetary value of the materiel reflected on each stock record card should be extended prior to the date of implementation of the procedure. If feasible, physical inventories of all materiel on hand and in use should be taken and the balances reflected on the stock record cards adjusted to agree with the physical count.
3. Shipments from headquarters [REDACTED] have been charged to a special cost symbol (7900-50-232) at the time of shipment. Property issued by [REDACTED] is costed to the user based on monthly Issue Reports. Headquarters will adjust the balance in the special cost symbol (7900-50-232) as of the effective date of implementation of FPA.
4. The KUCLUB Accountable Officer will submit Issue Reports on all issues of property through 30 April 1957.
5. All shipments received from headquarters by the KUCLUB Accountable Officer subsequent to 30 April 1957 will be processed as a receipt in accordance with FPA procedures.

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/Forwarded under separate

Document No. [REDACTED]
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed <input type="checkbox"/>
Next Review Date [REDACTED]
Auth.: [REDACTED]
By: [REDACTED]

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6. Forwarded under separate cover is a supply of [REDACTED]  
Financial Accounting Procedures for Property, and the required forms  
and binders necessary to implement the procedure.

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/s/

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C/EE  
(Releasing Officer)

OL  
(Coordinating Officers)

COMMO  
Deputy Comptroller  
Authenticating Officer

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CONFIDENTIAL